



ACCESSING COVID RELIEF GRANTS

CDBG-CV2 & ESG-CV2

CITY OF MEMPHIS DIVISION OF HOUSING & COMMUNITY DEVELOPMENT



COVID ROUND - 2 FUNDS

- Competitive Process
- Proposal activity must be COVID related
- Designed to make application and selection process consistent and clear.
- Primarily projects benefiting low/mod person and communities.
- Funds Awarded.
- Eligible Nonprofit & Faith-Based Organizations.
- For community and economic development programs.
- Reimbursements for completed activities.



CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development Community Development Block Grant program has notified the City of Memphis Division of Housing and Community Development (HCD) that they will receive a formula allocation of CDBG-CV funding to be used specifically for the prevention of, preparation for, and response to the COVID-19 Coronavirus. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed on March 27, 2020.



COVID FUNDING AREAS



**EMERGENCY SOLUTIONS
GRANT PROGRAM (ESG-
CV2)**



**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM (CDBG-
CV2)
PUBLIC SERVICE GRANT**



PUBLIC SERVICE GRANT

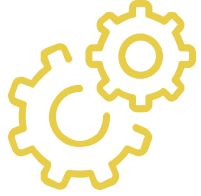
FUNDING BY CDBG-CV2

- Serve low to moderate income persons or urgent need in response to COVID-19.
- Must meet a CDBG national objective.
- All eligible applications will be considered, but nonprofit service agencies that are providing unique services to individuals and businesses impacted by COVID19 will be prioritized.
- Funds Available for Award are \$1.5 Million
- No minimum or maximum award amount
- Average award anticipated \$100,000.
- No grants will be awarded to governmental agencies.



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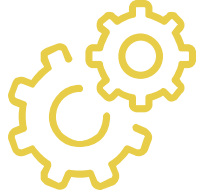


ELIGIBILITY REQUIREMENTS

ACTIVITY MUST MEET FOUR FEDERAL REQUIREMENTS.

1. Meet one of the CDBG-CV National Objectives;
2. Be an eligible activity in the CDBG-CV Statute;
3. Be in direct response to COVID-19;
4. Funds may not be supplanted or available for the same activity from any other source.





ELIGIBLE ACTIVITIES

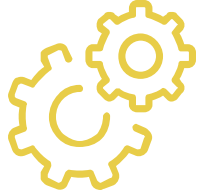
The activity proposed for funding must qualify as an “eligible” CDBG-CV activity as listed in the Code of Federal Regulations.

24 CFR Subpart C, 570.201 Basic Eligible Activities

CDBG-CV2 Public Services: **Direct, front-line service programs to respond to community need arising from COVID-19.**

Eligible services are those that are new or a quantifiable increase in the level of service anticipated by COVID-19.

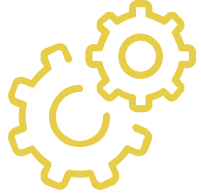




ELIGIBLE ACTIVITIES

Services may include, but are not limited to:

- Financial counseling to people impacted by COVID-19;
- Mental health counseling to people impacted by COVID-19;
- Food pantry operations;
- Domestic violence case management and relocation services;
- Senior services and meal delivery to homebound elders;
- Meal delivery to quarantined individuals or individuals that need to maintain social distancing due to medical vulnerabilities;
- Provide testing, diagnosis or other medical services at a fixed or mobile location;
- Increase the capacity and availability of targeted health services for COVID-19 response within existing health facilities; and
- Purchase of specialty equipment, supplies, or materials necessary to deliver a public service during an infectious disease pandemic.



INELIGIBLE ACTIVITIES

- Financial counseling to people impacted by COVID-19;
- Improving buildings or portions thereof, used for the general conduct of government, with the exception of making the buildings accessible for persons with disabilities.
- Payment of general government expenses.
- Political activities
- Income payments
- Funds may not be used for subsistence-type payments made to an individual or family for items such as food, clothing, housing (rent or mortgage), or utilities.



EMERGENCY SOLUTIONS GRANT

FUNDING BY ESG-CV2

- The Emergency Solutions Grant Cares Act Funding seeks to improve the quality of life for homeless citizens as a result of COVID-19 through funding for activities to help homeless people move toward independent living and to prevent homelessness .
- Program activities are designed to be the first step in a continuum of services for the homeless toward independent living.
- Eligible Applicants
- Nonprofit organizations that serve the homeless population
- Demonstrate at least one year of experience in serving its community.
- Available Amount: \$5,000,000.00; Avg. Award \$100,000



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ESG-CV2 ELIGIBLE ACTIVITIES

EMERGENCY SHELTER ACTIVITY

Street Outreach Activity

Eligible Costs include:

- Emergency Health Services
- Emergency Mental Health Services
- Transportation

STREET OUTREACH ACTIVITY

Emergency Shelter Activity

Eligible Costs include:

- Shelter Operations
- Essential Services
- Renovation

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

NOTE: All subrecipients who are awarded ESG funds will be required to participate in HMIS.

Eligible Cost include:

- Hardware
- Staffing
- Training & Overhead



ESG-CV2 ELIGIBLE ACTIVITIES

HOMELESS PREVENTION

- Must be extremely low-income people with income below 30% of Area Medium Income (AMI).
- Eligible Costs include:
- Housing relocation and stabilization
- Short-term and medium-term rental assistance

RAPID REHOUSING

- Must be homeless
- Eligible Costs include:
- Housing & relocation stabilization services
- Short-term and medium-term rental assistance

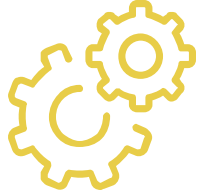


PROGRAM COMPLIANCE

The Compliance & Monitoring Department is responsible for ensuring all Federal Programs (CDBG, ESG, HOME & HOPWA) administered by HCD comply with federal guidelines and cross-cutting regulations which are established by the U.S. Department of Housing and Urban Development (HUD). The primary focus of Compliance Monitoring is threefold:

- Ensuring sub-recipients comply with grant guidelines and federal cross-cutting requirements, which include:
 - Program Eligible Activities
 - Serving Persons 80% or less that AMI
 - Ensuring Project Affordability Periods
 - Environmental Review
 - Labor Standards
 - Americans with Disability Act Guidelines (ADA) & Section 504
- Program and project monitoring
- Providing technical assistance to internal program managers and external sub-recipients

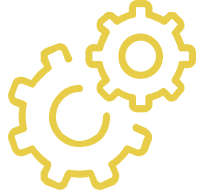




APPLICATION PROCESS

- **Grant Opens** – February 16, 2021 @ 8:00 a.m. (note: all grants must be submitted via online portal)
- **Application Period Closes** – April 7, 2021 @ 4:00 p.m.
- **Applications reviewed** by HCD Staff for completeness (April 14)
- **Scoring and Ranking Review** (April 26)
- **Preliminary Award** (May 5)
- **Contracting process begins** (May 31)





APPLICATION REVIEW

- Completeness and Eligibility Review
- Notification of Application Submission
 - Notification of Submission Deficiencies/Points of Clarification
 - Notification of Submission Rejection or Approval



ELECTRONIC APPLICATION PORTAL

START
HERE!

Sign In

Email

Password

Log In

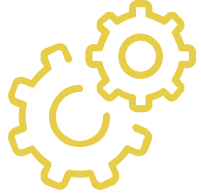
[Forgot your password?](#)

Need an Account?

Sign Up

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ELECTRONIC SUBMISSION

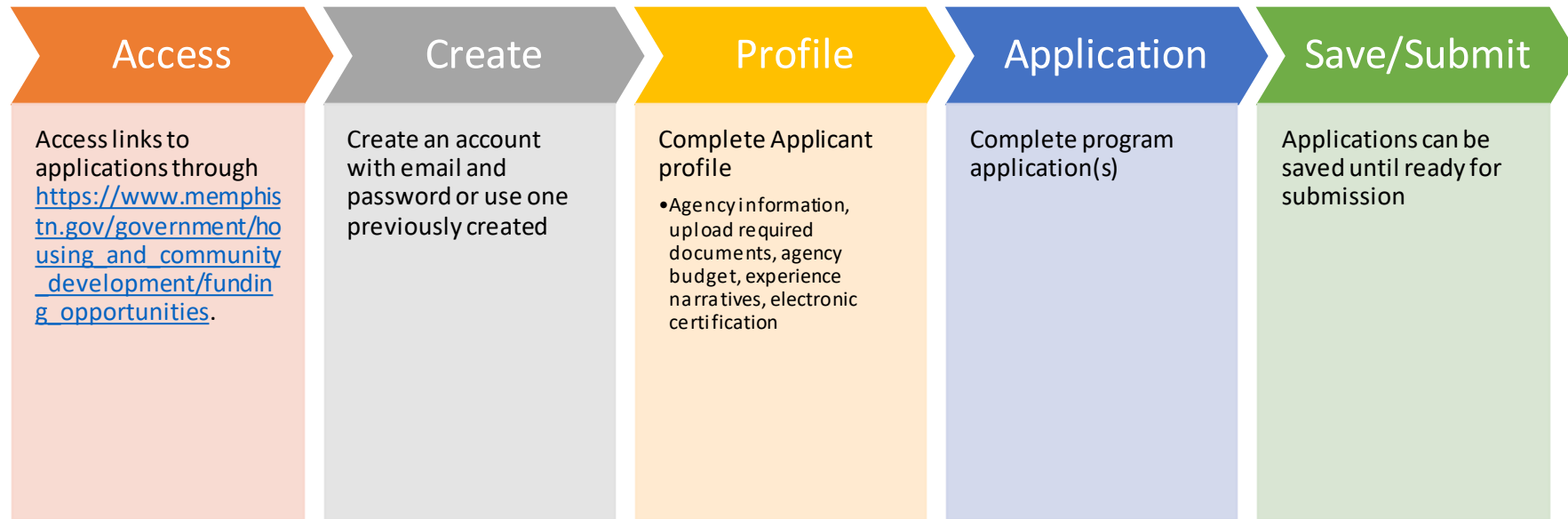
- Electronic Applications available:
https://www.memphistn.gov/government/housing_and_community_development/funding_opportunities.
- Click on the application link for ESG-CV2 or CDBG-CV2.
 - Applicant Profile
 - Project Applications
- Guidelines, Matrix, and other information may be downloaded for your review prior to starting.

Deadline

April 7, 2021 at 4:00 p.m. via electronic submission portal

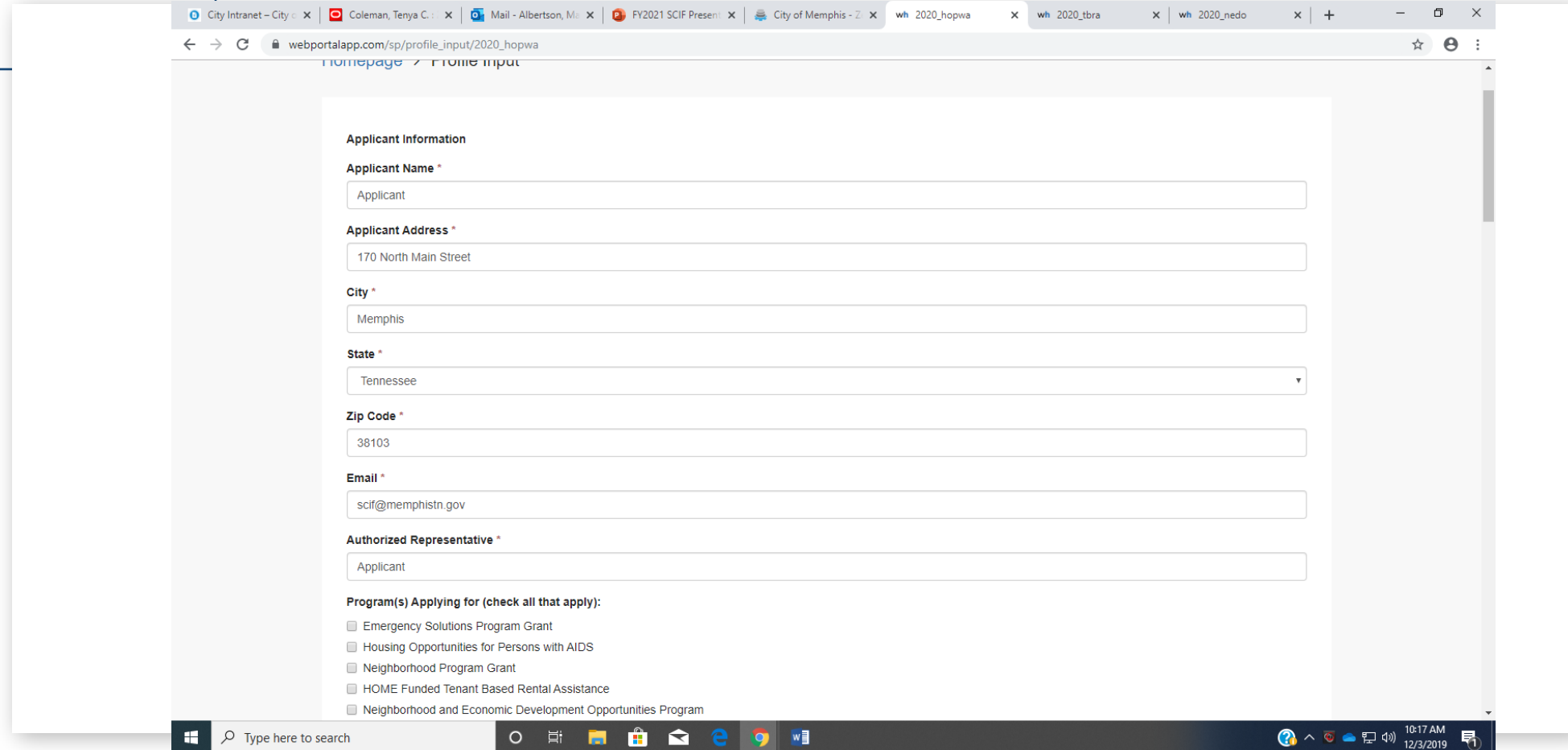


APPLICATION COMPONENTS



ELECTRONIC PORTAL

APPLICANT PROFILE



The screenshot shows a web browser window with multiple tabs open. The active tab is 'webportalapp.com/sp/profile_input/2020_hopwa'. The page displays a form titled 'Applicant Information' with the following fields:

- Applicant Name ***: Text input field containing 'Applicant'.
- Applicant Address ***: Text input field containing '170 North Main Street'.
- City ***: Text input field containing 'Memphis'.
- State ***: Dropdown menu showing 'Tennessee'.
- Zip Code ***: Text input field containing '38103'.
- Email ***: Text input field containing 'scif@memphistn.gov'.
- Authorized Representative ***: Text input field containing 'Applicant'.

Below the form fields, there is a section titled 'Program(s) Applying for (check all that apply):' with the following options:

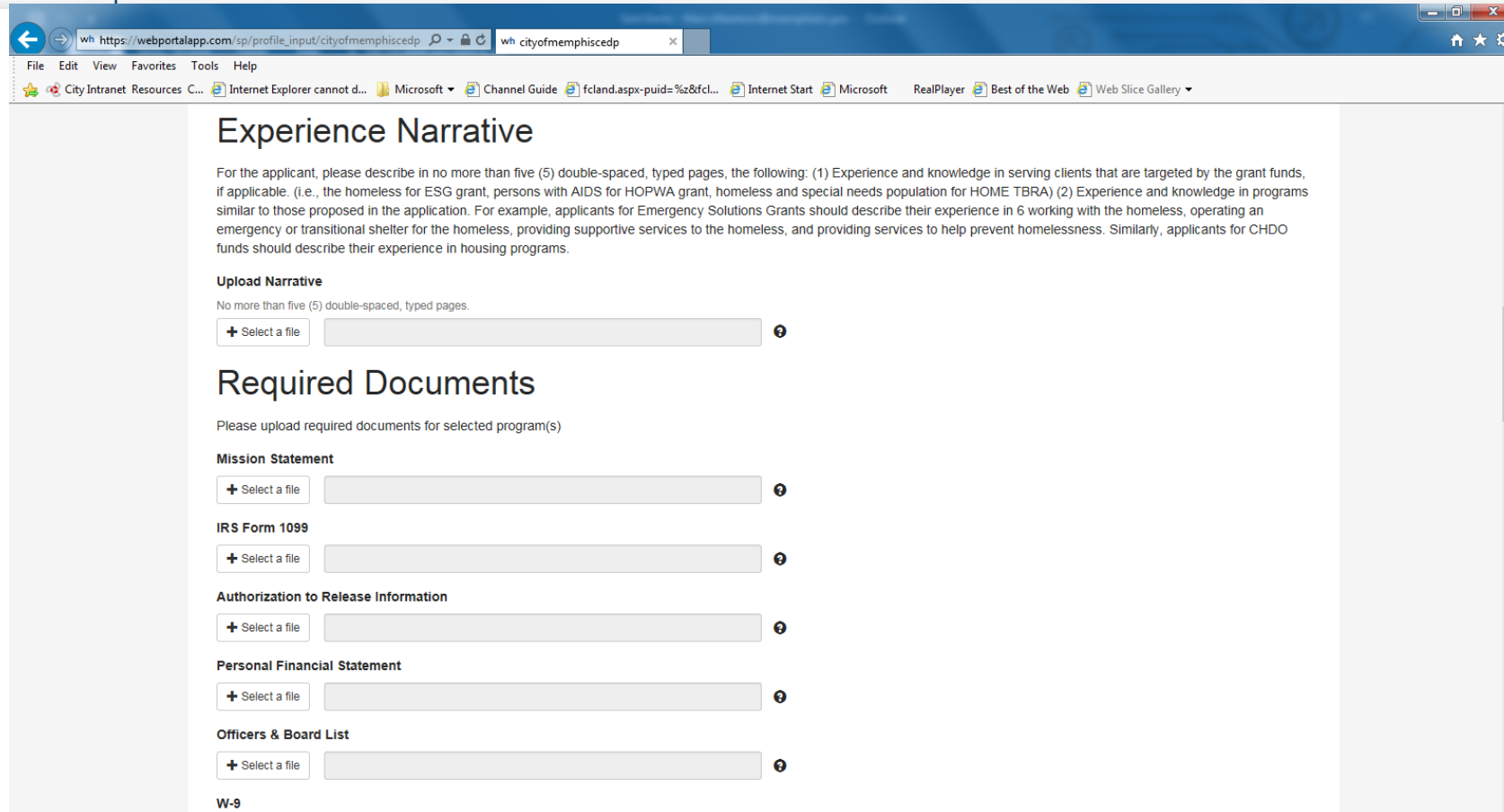
- ☐ Emergency Solutions Program Grant
- ☐ Housing Opportunities for Persons with AIDS
- ☐ Neighborhood Program Grant
- ☐ HOME Funded Tenant Based Rental Assistance
- ☐ Neighborhood and Economic Development Opportunities Program

The Windows taskbar at the bottom shows the search bar with 'Type here to search' and several application icons. The system clock indicates 10:17 AM on 12/3/2019.



ELECTRONIC PORTAL

APPLICANT PROFILE



The screenshot shows a web browser window with the URL https://webportalapp.com/sp/profile_input/cityofmemphiscdp. The browser's address bar and menu bar are visible. The page content includes a sidebar on the left and a main area with the following sections:

Experience Narrative

For the applicant, please describe in no more than five (5) double-spaced, typed pages, the following: (1) Experience and knowledge in serving clients that are targeted by the grant funds, if applicable. (i.e., the homeless for ESG grant, persons with AIDS for HOPWA grant, homeless and special needs population for HOME TBRA) (2) Experience and knowledge in programs similar to those proposed in the application. For example, applicants for Emergency Solutions Grants should describe their experience in 6 working with the homeless, operating an emergency or transitional shelter for the homeless, providing supportive services to the homeless, and providing services to help prevent homelessness. Similarly, applicants for CHDO funds should describe their experience in housing programs.

Upload Narrative
No more than five (5) double-spaced, typed pages.

Required Documents

Please upload required documents for selected program(s)

Mission Statement

IRS Form 1099

Authorization to Release Information

Personal Financial Statement

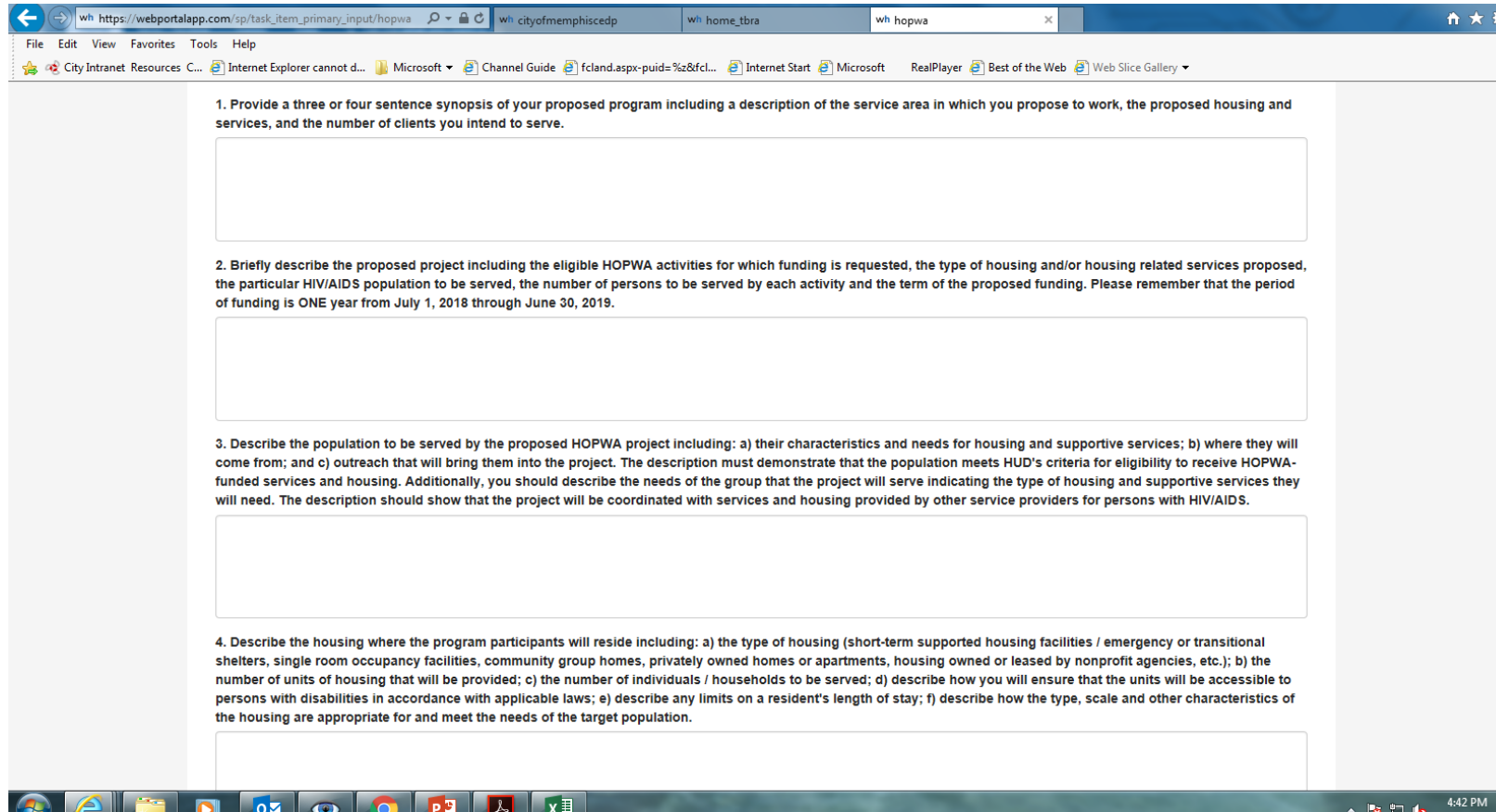
Officers & Board List

W-9



ELECTRONIC PORTAL

NARRATIVE INPUT (SAMPLE)



The screenshot shows a web browser window with the URL https://webportalapp.com/sp/task_item_primary_input/hopwa. The browser's address bar shows the domain [cityofmemphiscedp](#). The page contains four numbered sections for narrative input, each with a text area for response.

1. Provide a three or four sentence synopsis of your proposed program including a description of the service area in which you propose to work, the proposed housing and services, and the number of clients you intend to serve.

2. Briefly describe the proposed project including the eligible HOPWA activities for which funding is requested, the type of housing and/or housing related services proposed, the particular HIV/AIDS population to be served, the number of persons to be served by each activity and the term of the proposed funding. Please remember that the period of funding is ONE year from July 1, 2018 through June 30, 2019.

3. Describe the population to be served by the proposed HOPWA project including: a) their characteristics and needs for housing and supportive services; b) where they will come from; and c) outreach that will bring them into the project. The description must demonstrate that the population meets HUD's criteria for eligibility to receive HOPWA-funded services and housing. Additionally, you should describe the needs of the group that the project will serve indicating the type of housing and supportive services they will need. The description should show that the project will be coordinated with services and housing provided by other service providers for persons with HIV/AIDS.

4. Describe the housing where the program participants will reside including: a) the type of housing (short-term supported housing facilities / emergency or transitional shelters, single room occupancy facilities, community group homes, privately owned homes or apartments, housing owned or leased by nonprofit agencies, etc.); b) the number of units of housing that will be provided; c) the number of individuals / households to be served; d) describe how you will ensure that the units will be accessible to persons with disabilities in accordance with applicable laws; e) describe any limits on a resident's length of stay; f) describe how the type, scale and other characteristics of the housing are appropriate for and meet the needs of the target population.

APPLYING

- Applicant Profile must be completed prior to continuing to the Application Stage.
- Documents, Narratives, Budgets in the Applicant Profile Section are intended to provide information about the Applicant Agency, not the Project. Project specific information is specific to the Program Application.
- Agency Budget (located on City of Memphis/HCD Website)
- Matrix of Required Documents (located on City of Memphis/HCD website)



ELECTRONIC SUBMISSION PROCESS TIPS/UPDATES

- To print and review applications at any time (in advance of preparing or reviewing drafts prior to submission), select the “Eye” icon in the Profile and Application Homepages.
- Profiles from previous applications are not active. You will have to create a new profile for the COVID-19 (CV2) applications.
- Each Application has a “Save Draft” and “Save” button. It is best to save as a draft until you are ready to submit as a final.
- Save a copy by downloading as a PDF document.





QUESTIONS?

For more information about submitting your grant application contact Tonya Johnson, Grant Coordinator.

* Program specific questions should be directed to program staff.

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Memphis, TN 38103



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